# ST SAMPSON PARISH COUNCIL

www.stsampsonparishcouncil.gov.uk

Parish Clerk: Mr Neil Smith
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**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD ON TUESDAY, 22nd SEPTEMBER 2026 AT 7PM IN GOLANT VILLAGE HALL, GOLANT -MINUTE REFERENCE 2605**

**Present:** Cllrs C Taylor (Chair), S Hubner (Vice-Chair & Interim RFO), N Smith (Interim Clerk), D Bonsall, C Gabb, and P Meredith
Cornwall Cllr Ian Wilson and Arlene Wilson, Serena Eustice and Ian Morrall

**Public Participation**
As applicant of PA26/05208 Ian Morrall made his case in support of the planning application. He provided the Councillors with a large photograph of the site to aid their understanding of the proposal. No further questions were asked.

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| 1 | **Apologies for absence**<br>None |
| 2 | **Declaration of Interests** in items on the Agenda<br>None |
| 3 | **To confirm the minutes of the meeting held on Tuesday 28th July 2026**<br>It was **Resolved** that the minutes as above, having previously been circulated, were agreed as an accurate record, subject to the following corrections.<br>- Cllr Taylor declared an interest in items 4 & 10 on the agenda instead of item 9 as recorded.<br>- It was to be recorded that under item 13 Recruitment, it was agreed that Cllr Hubner and Cllr Smith would undertake training in their respective interim roles as RFO and Clerk.<br>Proposed Cllr Gabb/ seconded. Unanimously agreed. |
| 4 | **Matters arising from the previous meeting**<br>**to receive and consider reports on the Action points from the previous meeting, not to be covered elsewhere on the agenda**<br>- Cllr Bonsall to investigate the existing shared storage tool's support of a shared calendar.<br>- Cllr Taylor reported that he has yet to contact Sawmills regarding their waste bins in the Car Park. He will do so once he ascertains contact details. |
| 4 | **Cornwall Cllr's Report**<br>Cornwall Cllr Ian Wilson reported that he isn't on Facebook and so doesn't see those messages. His email is Cllr.Ian.Wilson@cornwall.gov.uk.<br>He also expressed concern about national policy change removing Councillors' right to challenge a planning officer's decision for developments (under 10 homes) and request a committee review. Cllr Wilson will seek clarification from Cornwall cabinet on the current status of this change but encourages parishioners to contact their local MP (Noah Law) to press concerns about democratic oversight.<br>Cllr Wilson reported that following complaints received (from outside of this Parish) he is compiling a list of local war memorials and aims to coordinate their cleaning by volunteers, with the church/PCC to avoid duplication. |

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| 5 | **Planning**<br>**To receive and consider the following planning application:**<br>**PA26/05208 – Proposal: Remodel and construction of single storey extensions to previously converted barn to provide additional bedroom and larger living areas at The Barn Bellscat Farm Golant Fowey**<br><br>It was noted that there are no comments from the public on Cornwall Council's planning portal. Applicant sought permission for a single-storey extension, internal reconfiguration from 2-bed to 3-bed, reinstatement of a gable end and reduction of a rear projection to match historic appearance.<br>Applicant presented historic photos and clarified previous works and Listed status.<br>Councillors found no grounds for objection and support of the application was proposed /seconded. Support for application unanimously agreed. The proposal was therefore, carried and the Clerk was instructed to inform the planning authority of the SSPC's Support of the Application on the CC Planning Portal.<br><br>Recent decisions of the planning authority were **noted** as follows:<br>PA26/04036 - Proposal: Change of use from self catering holiday unit to residential at Coach's Rest Penquite Farm Golant Fowey - Approved with conditions<br>PA26/04296 - Proposal: Application for Permission in Principle for the construction of up to 1 dwelling (minimum of 1, maximum of 1) at Paradise Cottage Golant Fowey Cornwall PL23 1LH - Granted with conditions |
| 6 | **Chair's Communications**<br>**to receive and consider matters of particular concern raised by parishioners and which are not included as Agenda items**<br>The Chair reported that correspondence has been light; one parishioner raised a vegetative encroachment issue on a stretch of the road, which has now been resolved now by the landowner, and two people reporting the issue of failed payments using the car park ticket machine. |
| 7 | **Clerk's report**<br>a) to answer any questions from Cllrs, previously notified to the Clerk<br>None<br>Handover to Interim Clerk has been problematic and remains ongoing. The aim remains to define the Clerk/RFO role clearly, improve compliance and cost-efficiency, to enable recruitment.<br>a) to consider parishioner request for Cllr email addresses to be displayed on the website<br>It was agreed that they would not be displayed on the website and that the Council would continue to maintain and promote existing points of contact for communications via the Clerk and/or Chair. It was felt that this reduces the risk of responses being given that do not reflect the true opinion of the Council. Chair to draft guidance for the Pill magazine - **action**. Cllrs were also encouraged to update their photographs on the website.<br>b) to **resolve** to approve request to purchase a subscription for HiNoter app to record, transcribe and summarize meetings facilitationg the preparation of minutes. Proposed Cllr Bonsall/ seconded Cllr Hubner. Unanimously agreed.<br>c) to **receive** and consider request from CC for SSPC's Employer Pension Discretions Policy which needs updating, and **resolve** a course of action.<br>**action** - Cllr Smith to prepare a draft of the changes for review by the Staffing Committee in the first instance<br>to **receive** the External Auditor's report for 2025/26 and consider any comments or minor amendments<br>AGAR submission errors were corrected by the outgoing Clerk and Certificate has been received; consistent use of official gov.uk email is important to avoid future audit issues.<br>Cllr Taylor and Cllr Gab requested assistance with ongoing email/ HiDrive shared storage issues - Cllr Bonsall to **action** |

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| 8 | **Finance**<br>a) to **receive** a report from the RFO and consider the current statement of accounts<br>The RFO reported receipt of precept payment from Cornwall Council of £3812.50. He said that the accounts balance at £26,703. However of this figure contains Council Reserves; £1200 is the asbestos grant, £5292 is ringfenced for the playground, £500 for elections and there is a general reserve of £14,251. He also reported that at this stage of the year we are likely to have received 89% of our annual income.<br>The RFO agreed to prepare for the next meeting a six-month YTD comparison against last year, and do a projection of expenditure to compare against budget – Cllr Hubner to **action**<br>As a Unity Bank account signatory Cllr Bonsall signed the Purchasing Card indemnity agreement.<br>b) to consider and **resolve** to grant the RFO the authority to move funds between current/deposit accounts as they deem necessary – decision deferred<br>c) **resolve** to review Financial Regulations to facilitate electronic payments. It was agreed that Cllr Hubner **action** a review our existing regulations in the light of the improved working practices with the Clerk.<br>He reported that the process is that the Clerk submits payment requests via online banking and upon Council approval either signatory (Cllr Bonsall /Hubner) can authorise the payment, making it impossible for an individual to both schedule and authorize a payment. All other legacy access to the account will be removed- Cllr Hubner to **action**.<br>The RFO reported that QuickBooks has not been set up correctly, so we are not able to track or analyse either income or expenses everything just goes on as general income and general expenses. Much of the work reviewing cost centres has been completed, however he recommends that we engage the services of Phillips Frith in St Austell to complete the setup within Quickbooks and ensure that we are tax digital compliant for VAT returns. This is estimated to be 4 hours work at a rate £50 per hour. Proposed Cllr Smith/ seconded Cllr Gabb.<br>Unanimously agreed - Cllr Hubner to **action** |
| 9 | **Schedule of Payments**-<br>The Clerk reported that it was a requirement of the AGAR audit was to show within our minutes/associated documents the power of expenditure against each item of expenditure<br>**Resolved** to approve payments on the accompanying Schedule of Payments.<br>The Clerk reported issues with respect to the proposed payments to Mrs S Blaxley; not in possession of P45 (and have been unable to confirm if it's been issued -still awaiting power supply for laptop/access to HMRC account etc) and have been unable to confirm that pension payments had been made correctly. The Cllr Smith highlighted the risk of both payments being incorrectly interpreted as income and the Parish council being pursued for additional employers NI contributions.<br>Proposed seconded. Unanimously agreed. Cllr Hubner/Cllr Bonsall to **action** payments<br>Cllr Taylor agreed to contact Mrs Blaxley to request the employers copy of her P45, evidence/assurance that the employee and employer pension contributions have been paid into the Cornwall Pension Fund and return of the Laptop power supply. Cllr Tayor to **action** |
| 10 | **Staffing Sub Committee**<br>to **receive** verbal report on progress of the drafting of Staffing Committee Terms of Reference, and the Staff Recruitment and Selection Policy and Procedure<br>The Clerk said Cllr Smith had previously circulated a draft copy of a Staff Recruitment Policy the Staffing Committee's Terms of Reference and the Chair invited the Council to vote on their adoption.<br>Proposed seconded. Unanimously agreed. Clerk to **action**<br><br>Cllr Bonsall reported that the Staffing Committee's shared storage space will need to be established by a member of that Sub-Committee. Cllr Smith to **action**. |

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| 11 | **Neighbourhood Plan**<br>to **receive** and consider matters arising relating to the Neighbourhood Plan<br>Cllr Bonsall reported his research on the changes in status of NDP is complete and he will draft an update to put on the website. Cllr Bonsall to **action** |
| 12 | **Village Green Usage**<br>to **receive** and consider requests to use the Village Green and **resolve** responses<br>The Clerk reported that an application to use the Village Green had been received from Emma Riley representing Fowey River Canoe Club, for the storage of kayaks/canoes during their annual event on 1st November. It was noted that all the required documentation had been submitted.<br>Proposed Cllr Bonsall/seconded Cllr Gabb. Application unanimously agreed. Clerk to **action** |
| 13 | **Highways**<br>to **receive** and consider any matters arising relating to highways in the Parish<br>Cllr Meredith reported that that purchase of the grit/salt is on hold until Bailey's have materials in stock<br>Cllr Taylor reported that Rachel from CC Highways has informed us that they are taking action on the drain in the field causing the 'waterfall' on Water Lane.<br>Cllr Meredith reported that the drain at the foot of the trees that were removed on Water Lane, Torfrey on 15th was now blocked with debris. Cllr Taylor to **action**. |
| 14 | **Reports from Cllrs on internal groups/projects**<br>to **receive** verbal reports if applicable from Cllrs on areas of assigned responsibility<br>a) Golant Quay Car Park<br>Cllr Hubner reported that Flowbird direct debit option not available; action removed.<br>Cllr Hubner reported that the replacement router was now working and Cllr Bonsall agreed to send the broken one back to BT. Cllr Meredith suggested buying a second new router to hold as backup as we suffered at least 4 days downtime waiting for the replacement to arrive. Cllr Bonsall to research - **action**.<br>Cllr Bonsall reported that revenue appeared to be up on last year.<br>b) Public Toilet<br>Cllr Meredith reported cleaning is being done without issue. He also reported that the electricity supply has been renewed, moving away from British Gas to Ruby Energy and achieving a significant saving.<br>Cllr Meredith reported he had spoken to South West Water that morning pending digging up the road to repair the damaged drain: they confirmed it was on their list and that their automatic cleaning regime will continue until repair is complete.<br>c) Kayak Storage Facility<br>Cllr Hubner/Meredith reported that outstanding actions relating to the Kayak store would be addressed as part of the revised management plan implementation. Actions to be coalesced – Clerk to **action**.<br>Cllr Meredith reported he has yet to receive a quotation for extending the external Kayak Rack from Andrew van den Broek, but anticipated costs to be about £400, although site preparation would be needed before installation. Cllr Hubner stated that the work ought to form part of the budget for next year because we've got nothing in the budget for it this year. Cllrs Hubner, Meredith and Taylor agreed to set a date to meet at the Store to discuss what action is required. Cllr Hubner to **action**<br>Cllr Hubner reported that following 'customers' confirmations of their requirement, the Council will to move to formal invoicing for the coming calendar year, to be issued Oct/Nov from QuickBooks and will include any outstanding charges.<br>d) Footpaths and benches<br>Cllr Hubner reported the one remaining sign on the Saints Way will be installed now the ground has softened.<br>e) Village Green and Playground<br>Cllr Meredith said he would undertake replacing the sign at the entrance to the Village Green with the |

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| | agreed 'Access Only' sign. The addressing of potholes in the Village Green parking area is deferred until we can see how much is required following a parishioner's kind donation of surplus material. |
| 15 | **Reports from Council representatives to outside bodies**<br>to **receive** verbal reports if applicable from Cllrs representing the Council on other bodies (e.g. Village Hall, CAP etc).<br>Village Hall - to consider and **resolve** to approve Cllr Gabb becoming the Council's representative on the Village Hall Management Committee in place of Cllr Smith.<br>Proposed seconded. Unanimously agreed. Clerk to **action**<br><br>CAP - Cllr Gabb reported that CAP had requested that St Sampson Parish Council host one of their meetings in the new year. Cllr Taylor said this would have to be dependent on the Halls availability. |
| 16 | **Co-option**<br>to **receive** and consider applications for co-option onto the Parish Council and **resolve** responses.<br>The Chair **reported** that an application had been received from Serena Eustice, and had been previously circulated to the Councillors. Serena was then invited to present her application.<br>Proposed Cllr Smith /seconded. Serena's co-option unanimously agreed. Clerk to **action** |
| 17 | **Date of next meeting**<br>to **note** the date, time and venue of the next meeting on Tuesday 27th October 2026, in Golant Village Hall commencing at 7pm. |
| 18 | **Public Bodies (Admissions to Meetings) Act 1960**<br>to **resolve** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: None. |
| | **The meeting was closed at 9:13pm.** |

**Signed:** _____ **at a meeting of the Council dated:** 27.10.26

## SCHEDULE OF PAYMENTS

**Orders/invoices received since meeting held on TUESDAY, 28TH JULY 2026 (minute reference: )**

**Schedule of Payments**

orders/invoices received since meeting held on TUESDAY, 28TH JULY 2026 (minute reference: , under the following Powers of Expenditure (poe) –

Statutory Powers

a) *Mandatory*: Local Government Act 1972
b) *Recreation:* Public Health Act 1875
c) *Open Spaces:* Public Health Act 1875 & Open Spaces Act 1906
d) *Highways & Transport:* Highways Act 1980
e) *Public Conveniences:* Public Health Act 1936, Section 87
f) *Car Parking:* Road Traffic Regulation Act, Section 57

Discretionary Powers

g) Local Government Act 1972, Section 137

Including;

Mrs S Blaxley (Salary and Expenses) - £304.13 – poe a
Mrs S Blaxley (Employer Pension Contributions) - £84.50 – poe a
Cornwall Landscaping (Grass maintenance + sign) - £391.50 (£326.25 nett) – poe c & d
Flowbird Smart City (Car Parking Machine) - £111.89 (£93.24 nett) – poe f
Cynthia Tabb Cleaning Services (Toilets) - £416.00 (£416.00 nett) – poe e
BDO LLP (External Audit) - £252.00 (£210.00 nett) – poe a

Please note: Additional payments may be presented at the meeting.

**Payments made since the last meeting** with prior approval

| Date | Description | Reference | Sum | POE |
|---|---|---|---|---|
| 22/09/2026 | Direct Debit (PENNON WATER SRVCS) | 3243720601 | 59.00 | e |
| 21/09/2026 | Direct Debit (BRITISH GAS BUSINE) | 6.02158E+17 | 16.42 | e |
| 17/09/2026 | Direct Debit (INTUIT LIMITED) | 1X2Q124V1PPS63430K | 67.20 | a |
| 17/09/2026 | Direct Debit (BT GROUP PLC) | VP93307770-000012 | 99.83 | f |
| 15/09/2026 | Direct Debit (AIBMS) | 13815883 | 55.57 | f |
| 10/09/2026 | B/P to: Fowey Harbour Comm | INV 14811 | 53.20 | f |
| 01/09/2026 | Direct Debit (IONOS CLOUD LTD.) | V11172047-61378679 | 24.00 | a |
| 31/08/2026 | Service Charge | | 7.00 | a |
| 24/08/2026 | Direct Debit (PENNON WATER SRVCS) | 3243720601 | 16.73 | e |
| 17/08/2026 | Direct Debit (BRITISH GAS BUSINE) | 6.02158E+17 | 16.00 | e |
| 17/08/2026 | Direct Debit (INTUIT LIMITED) | 1X2Q124V1PPS63430K | 67.20 | a |
| 17/08/2026 | Direct Debit (AIBMS) | 13815883 | 56.88 | f |
| 17/08/2026 | Direct Debit (BT GROUP PLC) | VP93307770-000011 | 99.83 | f |

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| 06/08/2026 | Direct Debit (INFORMATION COMMIS) | ZA267238 | 47.00 | a |
| 06/08/2026 | Direct Debit (IONOS CLOUD LTD.) | V11172047-60394677 | 24.00 | a |
| 31/07/2026 | Service Charge | | 7.00 | a |
| 30/07/2026 | B/P to: Chris Taylor | ST SAMPSON PC | 450.50 | b,c,d |
| 30/07/2026 | B/P to: Flowbird S C UK | STSA01 | 67.87 | f |
| 30/07/2026 | B/P to: S A Blaxley | PENSION | 102.18 | a |
| 30/07/2026 | B/P to: Fowey Harbour Comm | BOATWATCH HUT | 75.23 | f |
| 30/07/2026 | B/P to: S A Blaxley | SALARY/EXPENSES | 484.20 | a |
| 30/07/2026 | B/P to: Pennon Water S Ltd | 3243729601 | 42.27 | e |
| 30/07/2026 | B/P to: WesternWeb Limited | ST SAMPSON PARISH | 164.40 | a |
| 30/07/2026 | B/P to: Chris Taylor | ST SAMPSON PC | 165.00 | b,c,d |
| 30/07/2026 | B/P to: Cynthia Tabb | CLEANING | 208.00 | e |